

**DELAWARE DEPARTMENT OF JUSTICE**  
**CASUAL/SEASONAL JOB OPENING**

*This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.*

**Opening Date: November 5, 2018**

**Closing Date: November 14, 2018**

**CASUAL/SEASONAL PARALEGAL**  
**Sex Crimes Unit, Criminal Division, Sussex County**

**Job Responsibilities and Duties:**

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Special Victims Unit, Criminal Division, in New Castle County. This Paralegal's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and responsible for various paralegal duties in preparation of cases for trial. This Paralegal prepares and coordinates the issuance of subpoenas; organizes files for sexual assault prosecution, redacts video and audiotaped statements for court, reviews cases to identify witnesses and potential evidentiary needs at trial. This Paralegal must demonstrate good organizational and computer skills and be able to work accurately and independently within strict time frames with a minimum of direct guidance and supervision.

**Minimum Qualifications:**

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR** external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.